Employee Resignation Form

نموذج إستقالة

Employee Name:	Abdulaziz Yousef Almutairi	اسم الموظف :
Employee No. :	61395	الرقم الوظيفي :
Grade:		الدرجة :
Job Title:	GRC Analyst	المسمى الوظيفة :
Department:	ITP GRC Management	القسم :
Resignation Effective Date:	29 Jan 2026	تاريخ سريان الإستقالة :
Last Working Day:	28 Feb 2026	اخر يوم عمل :

Note: 60 days notice is required by Labor law and any notice period less than that will be deducted from Final settlement.

EMPOYEE'S STATEMENT

I would like to submit my resignation effective as of the above mentioned date, due to the following reason(s):

Career development

Employee's Signature : _____ **Date:** 29 / 01 /2026

DEPARTMENT HEAD

☑ **Resignation Accepted** ☐ **Resignation rejected for the following reasons**

Line Manager's Signature : Loai M. Yousef Digitally signed by Loai M. Yousef Date: 2026.02.01 08:15:35 +03'00' **Department Head's Signature:** _____

Name: Loai M. Yousef **Name:** Abdullah Alshebel

Title: GRC Professional **Title:** ITP Planning and Performance Director

Date 29 / 01 / 2026 **Date** / /

Note: Form must be forwarded to Human Capital Management with 24 hours.

For Employee Services use only	
Signature	**Date**